

Gallatin City-County Health Department

Human Services

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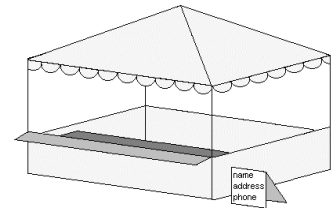
www.co.gallatin.mt.us/health/index.htm

TEMPORARY EVENT GUIDELINES

All vendors wishing to serve food at a temporary event must complete the following enclosed application form and return it to the Gallatin City-County Health Department (GCCHD) at least 7 days prior to the event for review and approval.

Everyone will be required to comply with the Administrative Rules of Montana (ARM) 37.110.236 and the Gallatin City County Health Code, Chapter 2. Copies are available at this office. State Code is free and the County Code is \$1.00.

A temporary food service establishment is defined as a food service establishment that operates at a fixed location for not more than fourteen (14) consecutive days in conjunction with a single event or celebration ARM 16.10.203 (34).



1. All vendors must possess a current Montana Retail Food License or a current Montana Temporary Food Establishment License. A GCCHD Temporary Food Service Vendor permit is required for vendors who are charitable or non-profit in nature.
2. All foods must be prepared in a commercial licensed kitchen approved by GCCHD. All foods must be pre-cut, prepared, and ready for cooking when delivered to the event site. Preparation of food on-site, other than simple assembly and cooking, is not recommended. Items such as turkey legs, chicken breast and chicken patties should be purchased pre-cooked.
3. All utensils and equipment must be washed, rinsed, and sanitized daily in a 3-compartment sink at an approved commercial licensed kitchen. Extra serving utensils must be provided so soiled utensils can be changed every four (4) hours. Be advised, on-site washing in tubs/basins is not allowed unless approved by GCCHD.
4. All produce items must be washed at an approved commercial licensed kitchen with a food prep sink, or be received pre-washed (i.e.: lemons for lemonade, potatoes for fries, apples for caramel apples or watermelons for slicing).
5. All foods, utensils, equipment, and paper goods must be transported in clean, covered containers to protect them from contamination.
6. Only approved smooth, easily cleanable, non-absorbent ice cooler or approved food-grade containers may be used for the storage of food, ice, or drinks. Containers or coolers made from Styrofoam are not approved for use. The storage of packaged food/beverage in un-drained ice is prohibited.
7. Potentially hazardous foods (PHF) such as meats, poultry, fish, eggs, dairy products, sauces, cooked rice, pasta, potatoes, and beans must be maintained at a temperature of 45°F or below (it is highly recommended that PHF be maintained at a temperature of 41°F or below) or above 135°F at all times during the event.

*Foods cannot sit out at room temperature even if frozen.

*Food thermometers (scaled 0°F-220°F) must be provided for monitoring food temperatures.

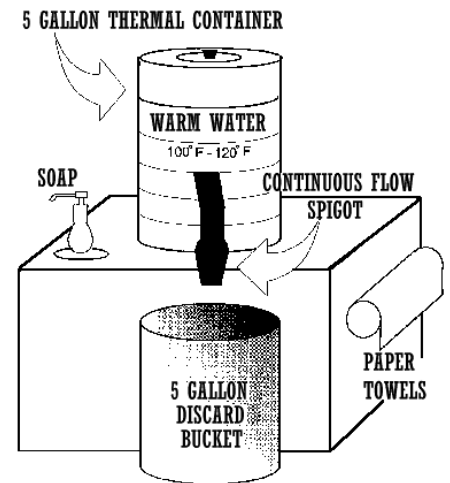
Cold foods must be transported and held in approved units capable of maintaining foods at less than 45°F (it is highly recommended that units maintain a temperature of 41°F or below).

*Foods prepared a day or more before they will be served must be quickly cooled (from 135° to 70°F within 2 hours and from 70° to 45°F or below (it is highly recommended that foods are cooled to a temperature of 41°F or below) within 4 hours using ice baths, or cooling in shallow pans with frequent stirring under refrigeration, or by another approved method which will bring the food temperature down to less than 45°F (it is highly recommended that foods are cooled to a temperature of 41°F or below) within 4 hours. Cooling of foods at room temperature is prohibited. **Cooling of hot foods at the events is prohibited.**

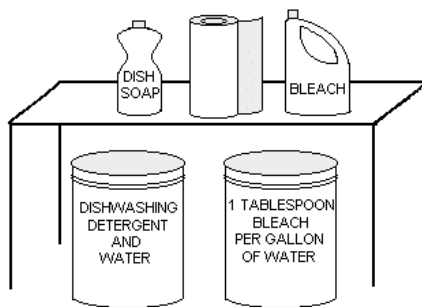
***Service of food items will not be allowed if foods are not kept at the proper temperatures.**

8. Foods, utensils, equipments, and single-use items must be protected from dust, dirt, insects, and customers while being stored, used and/or served. All food products, food equipment, and utensils must be stored at least 6" above the ground. Paper products may be stored in original protective sleeves 6" above the ground.
9. Serving utensils must be used whenever possible and must be stored in the product with the handle extended out of the food. Direct hand contact of foods must be minimized. The use of clean food handler's gloves is recommended, but they do not replace the need for hand washing.
10. **A hand washing station must be provided in each food booth.**

Service of food items will not be allowed without a proper hand wash station. The hand washing station is to consist of a covered container filled with warm water, at least five (5) gallons in size, with a spout or spigot on the bottom that can be opened with one hand and will remain open while both hands can be put under the stream of water and washed. A 5-gallon catch bucket is placed under the water container to catch the grey water. Hand soap, and paper towels must also be provided at the station at all times. The hand wash station must be set up so it is accessible and easy to use. All wastewater must be disposed of to a sanitary sewer system.



- 11 Eating, drinking and smoking is prohibited within the food booth. Staff must leave the booth for these activities and wash hands upon return to work.



12. A container of clean, warm water, and a residual of 100 ppm chlorine or 200 ppm quaternary ammonium (sanitizing bucket) must be provided in the stand at all times for the storage of wiping cloths. Approved sanitizer and test strips must be provided.

13. Any solid wastes such as food debris, or waste paper must be collected and later disposed of at a dumpster provided for vendors at event site. A clean trash receptacle with lid must be provided in the food booth.

14. All liquid waste must be stored in a properly sized retention tank and disposed in an approved wastewater disposal system.
15. A clean and sanitized food grade hose must be used when connecting to an approved potable water supply (drinkable).

All vendors must operate from an approved commissary conveniently located from the event unless using a **"self contained, fully equipped mobile unit"**. Vendors must report to the commissary at least daily for servicing operations. An approved commissary form must accompany the event application. Commissary form is included with this application packet.